



Sacramento Metropolitan Fire District

10545 Armstrong Ave., Suite 200 • Mather, CA 95655 • Phone (916) 859-4300 • Fax (916) 859-3702

ACTION SUMMARY MINUTES – REGULAR MEETING

BOARD OF DIRECTORS SACRAMENTO METROPOLITAN FIRE DISTRICT

Thursday, June 22, 2023

Held at the following locations:

Fire Station 68

12065 Cobble Brook Drive

Engine Bay

Rancho Cordova, CA 95742

&

Remotely Via Zoom

CALL TO ORDER

The meeting was called to order at 6:00 pm by President Clark. Board members present: Clark, Costa, Jones, Rice, Sheetz, Webber and Wood. Board members absent: Goold and Saylor. Staff present: Interim Chief Haverty, and Board Clerk Marni Rittburg.

PUBLIC COMMENTS

No public comments were received.

CONSENT ITEMS

Action: Moved by Wood, seconded by Rice, and carried unanimously by members present to adopt the consent calendar as follows:

- 1. Action Summary Minutes**
Recommendation: Approve the Action Summary Minutes for the Regular Board Meeting of May 25, 2023.
Action: Approved the Action Summary Minutes
- 2. Second Reading and Adoption Amending Medical Aid and Ambulance Transport User Fee Ordinance**
Recommendation: Adopt Ordinance 2023-01 updating the Fee Schedule amending its Medical Aid and Ambulance Transport User Fees for the District.
Action: Adopted **Ordinance 2023-01**.
- 3. Preliminary Budget for FY 2023/24 Resolution Special Projects 212S**
Recommendation: Adopt the attached Resolution approving the preliminary budget for Special Projects Fund 212S.
Action: Adopted **Resolution 2023-040**.

4. **Agreement for Hazardous Materials Response Teams – Sacramento County**
Recommendation: Authorize the Fire Chief or his designee to execute and administer the attached agreement.
Action: Adopted **Resolution 2023-041**.

5. **Special Fire Tax – Sloughhouse/Rancho Murieta Area**
Recommendation: Adopt the Resolution authorizing the County Assessor to incorporate the \$100 per parcel Special Fire Tax.
Action: Adopted **Resolution 2023-042**.

6. **FY 2022/23 Grant Fund Budget Reallocation for Mobile Integrated (MIH)**
Recommendation: Adopt Resolution implementing changes to the Mid-year Budget to reallocate funds within the Grant Fund.
Action: Adopted **Resolution 2023-043**.

7. **Station 50 Dormitory Remodel – RFB 23-05 Award Notification & Project Update**
Recommendation: Receive the report
Action: Report received and filed.

PRESENTATION ITEMS:

1. **Presentation of Fee Schedule for Operational Permits, Plan Review, New Construction Inspections, General Fire and Life Safety Inspections**
 (Assistant Chief Law)
Recommendation: Receive presentation and prepare for public hearing on 7/13/23. Chief Financial Officer Dave O'Toole presented the item.
Action: Presentation received and direction given to get as close as possible to 100% cost recovery.

ACTION ITEMS

1. **MIH Contract with Sacramento County**
 (BC Scott Perryman)
Recommendation: Adopt the Resolution and authorize the Fire Chief or his designee to enter into a contract for the services requested by Sacramento County.
Action: Moved by Wood, seconded by Rice, and carried unanimously by roll call vote of members present to adopt **Resolution 2023-044** authorizing the Fire Chief or his designee to accept the Sacramento County Contract for Health Services and Adopting a Budget Amendment to the 2022/23 Midyear Budget For The General Fund 212A.

2. **Nominate one Board Member for Special District Representative, Seat No. 7. to Sacramento LAFCo Special District Committee**
 (Director Gay Jones & Board Clerk Marni Rittburg)
Recommendation: Consider nominating one Board Member to Sacramento LAFCo Special District Committee.

Director Jones reported that there is no action necessary on this item and the Board will not be making a nomination since we already have a seat on LAFCO.

REPORTS

1. PRESIDENT'S REPORT - (*President Clark*)

No Report

2. FIRE CHIEF'S REPORT - (*Interim Chief Haverty*)

1. New Hire

a. Please join me in welcoming:

- i. Jeffrey Sargent, hired as a Fire Investigator II effective June 12
- ii. Kaitlyn Roberts, hired as an Office Technician in CRRD effective June 12
- iii. Shane Boone, Romeo Cha, Sergio Rodriguez and Noah Wilson, hired as Reserve Firefighters effective June 10

2. Recruitment

a. HR is accepting applications for:

- i. Career Development Opportunity Day Assignment – Mobile Integrated Health Program Firefighter/Paramedic and Paramedic with a final filing date of June 29 by 4 PM

b. Congratulations to the following personnel who successfully completed the 2023 Battalion Chief examination in the order indicated below. The eligibility list will be effective immediately and will end on June 16, 2025.

1	Joe Aldrich
2	Ryan Pittman
3	Parker Wilbourn
4	Michael Slone
5	Tom Koscielny
6	Bryan DuPertuis
7	Jeffrey Hickman
8	Eric Kellenberger
9	Andrew Whaley
10	Ryan Manfredi
11	Aaron Montgomery
12	Jeffrey Taylor
13	Mark Nunez
14	Tim Slone
15	Jason Butler
16	Jeremy Crawford
17	Derik Oakes
18	Jeffrey Malinowski
19	Steve Harrington

3. As you are aware, we have two Special Board meetings this weekend for the Fire Chief interviews at our Headquarters Building. Saturday begins at 8:00 AM and Sunday begins at 1:00 PM.

4. Miscellaneous

- a. Reframing Organizations: Three sessions are being held in June covering the Symbolic Frame. Thank you to CFO O'Toole for co-presenting this section.
- b. June 9 the following two events took place:
 - i. The Congressional Briefing and Tour of the Zinfandel Training with Congressman Ami Bera. Thank you to President Clark, and Directors Jones and Webber for your presence. We also were happy to include Sheriff Jim Cooper and his staff and Pat Ellis representing PG&E.
 - ii. Celebration of life for BC John French. Chief French retired in 1990 from the American River Fire District. He began his career with the Arden Fire Department. There were over 30 retired firefighters present, including Director Rice and his wife, Liz; as well as a Metro Engine Company under BC Reed's command.

OPERATIONS REPORT (*Deputy Chief Adam Mitchell*)

1. VEGETATION MANAGEMENT BURNS

A. The Illa Collin Preserve at Mather vegetation management burns are complete. The burns were conducted over all three shifts, from June 9 to June 16. A total of 355

acres were treated in collaboration with Sacramento County Parks, Center for Natural Lands Management and the Metro Fire Community Wildfire Preparedness Plan. The burns were intended to restore the role of fire into the land scape, treat for noxious and invasive plants while reducing the threat of wildfire to the community of Mather, and resulted in great a great training experience for our members. Thanks to all involved!

2. CONGRESSMAN BERA VISIT

A. On Friday, June 9th numerous staff facilitated a visit from Congressman Bera and his staff at the Zinfandel Training Center to discuss the history, current use, and future plans. Thanks to the Directors that attended the event. Specifically, The Congressman is moving forward with supporting a federal ask to develop the EVOC portion of the Training Center project. Special thanks to Kyle MacDonald, Erin Castleberry, AC Mike Lozano, and BC Brian Gonsalves for their portions of the presentation and coordination of the visit. We also welcomed Sheriff Jim Cooper, SSD Captain of training Matt Tamayo, and Pat Ellis from PG&E to show the support of our regional partners in the project. Although not able to make it that day, I appreciate the support from Citrus Heights Police Chief Alex Turcotte for the project as well. The presentation was well received, and we will continue to work with the Congressman and his staff moving forward.

3. CAPITAL ASSET INVENTORY PROCESS

A. Recently, the District Finance Staff completed the capital asset inventory, and Operations received an email titled "Capital Asset Inventory, a big thank you!" from Marie Jones: "With the addition of another finance team (3 teams instead of 2), meeting with the Ops team, and getting the word out prior to us coming, this was by far the smoothest and quickest inventory we had, and I can say that as I've led every capital asset inventory the District has ever done. Normally we use about two weeks to complete all counts, and this year we completed it in just 3½ days!" This efficiency would not have been possible without the coordination, and I wanted to thank Marie, Dave and the whole Finance Team for their work and early communication that allowed us to set a new record in getting this complete! Great example of teamwork!

4. SERVICE DELIVERY UPDATE

A. Happy to report that we held a joint planning meeting this week on Tuesday, June 20th and continue to make progress towards implementation of the FDM to MMP incremental transition plan. Currently, the target date for deployment of phase 1, four FDMs to MMPs is Sunday, September 3rd. Thanks to all involved in keeping this project moving forward to support service delivery to the community and our members.

ADMINISTRATIVE REPORT (*Deputy Chief Ty Bailey*)

Community Relations Division

- Working with CRRD on the fireworks project

- Helping distribute the fireworks safety messages by:
 - Engine decals throughout the District
 - TNT Fireworks Booth Safety Message
 - 400 Flyers – 2 flyers will be stapled to 154 TNT booths throughout the District.
 - Video collaboration
 - Citrus Heights PD, Rancho Cordova PD, and Sac Sheriff
 - Metro Fire Fireworks Safety Video
 - Media segments
 - PIO has these planned as we get closer to the holiday weekend
 - Fireworks task force
 - Education and enforcement

- Request to distribute our fireworks safety message was sent to
 - Citrus Heights City Counsel
 - San Juan Unified School District Communications Division
 - Twin Rivers USD
 - Director of Communications
 - City of Rancho Cordova
 - City of Citrus Heights
 - Rancho Murrieta CSD
 - Sacramento Office of Education Communications Division
 - Carmichael Chamber of Commerce
 - North Highlands Community Services District
 - Fair Oaks Recreation & Park District
 - 80 Watt District
 - Local eNews and Physical Newspapers
 - Safe Kids Coordinator
 - Metro Fire Social Media / Nextdoor – every Thursday or Friday beginning 6/15

- Schools contacted directly
 - San Juan Unified School District
 - 5 Schools
 - Sacramento City Unified School District
 - 8 Schools

FINANCE

- Finance completed its biannual capital asset inventory. This inventory required visiting every facility and operational apparatus and determining that capital assets were still there and functional. The Finance team received excellent support from all divisions: a process that normally takes two weeks was completed in four days.

HUMAN RESOURCES

- 1 Logistic Technician starts on 6/27/23
- 1 Office Technician in backgrounds
- Administrative Specialist Interviews 6/22/23
- 2023 Captain Eligibility list – 22 Candidates. List expires 6/5/25
- 2023 BC Eligibility list – 19 Candidates. List expires 6/16/25

BACKGROUNDS

- MMP 23-1 Academy scheduled to start on July 10, 2023
 - 14 Paramedics
 - 10 EMTs (All are not yet confirmed)
- MMP 23-2 Background held on June 13, 2023
 - 7 Paramedics

SUPPORT SERVICES REPORT (*Deputy Chief Tyler Wagaman*)

AC Law provided a report for DC Wagaman and reported that Krista Aney successfully completed POST training on June 21st, and she will be filling for the Arson Investigator position on C-shift. Chief Law reported that she attended the Board of Supervisors meeting to provide a Fireworks presentation. AC Law also reported that she met with Human Resources to work through staffing challenges in the investigative unit.

3. SMFD – FIREFIGHTERS LOCAL 522 REPORT (*Vice President Matt Cole*)

VP Matt Cole congratulated the 19 personnel who successfully passed the 2023 Battalion Chief examination. We have great people joining and moving up in the District.

4. COMMITTEE AND DELEGATE REPORTS

All Committee Meetings will be held at the Sacramento Metropolitan Fire District Board Room, 10545 Armstrong Avenue, Mather, California unless otherwise specified.

A. Executive Committee – (*President Clark*)

Next Meeting: TBD

No Report.

B. Communications Center JPA – (*D.C. Wagaman*)

Next Meeting: June 13, 2023 at 9:00 AM

No Report.

C. Finance and Audit Committee – (*Director Wood*)

Next Meeting: July 27, 2023 at 5:30 PM

Will meet on 7/27/2023, No Report.

D. Policy Committee – (*Director Costa*)

Next Meeting: TBD

No Report.

BOARD MEMBER QUESTIONS AND COMMENTS

Director Costa thanked staff for all the hard work and preparation for the 4th of July holiday/weekend.

Director Jones congratulated the 19 personnel who successfully passed the 2023 Battalion Chief examination. Director Jones thanked Erin Castleberry for organizing the great visit from Congressman Ami Bera.

Director Sheetz welcomed the new employees and congratulated Krista Aney for successfully completed POST training.

Director Wood gave kudos to Brenda Briggs and the team for a very successful Fire Camp. Director Wood thanked Art Hong from IT, Logistics and Board Clerk Marni Rittburg for the hard work in planning and set-up of the engine bay at Station 68 so that we could hold the Board Meeting here tonight.

Director Clark wished everyone a safe and sane July 4th holiday weekend.

To view the video of the meeting, please visit the Metro Fire Website or our YouTube channel:

<https://metrofire.ca.gov/board-meetings>

ADJOURNMENT

The meeting was adjourned at 7:08 p.m.



D'Elman Clark, President



Ted Wood, Secretary



Marni Rittburg, CMC, Board Clerk